

Travel and Transportation Clerk

The American Embassy is inviting applications for the post of Travel and Transportation Clerk. The position is primarily responsible for preparing for signature diplomatic notes, third-country visa forms & application, courier waybills, and customs papers for shipments. Maintaining filing system for the unit's records. Responding to inquiries from staff and shipping contractors regarding the status of shipments and government clearances and other duties as assigned.

Applicants must have completed secondary school and have at least one year experience in the Customs and Shipping area with knowledge of shipments and host government customs clearance regulations. They must be able to type and have knowledge of and experience using basic PC office software. They must have a driving license. A good working knowledge of English and Bahasa Malaysia is required.

The minimum starting annual salary is RM29,148. Benefits include a two-month bonus, a higher EPF employer contribution rate, group life insurance, etc. Please write in (with phone number and expected salary) to the Human Resources Office, P.O. Box 10035, 50700 Kuala Lumpur by July 24, 2009. Only short listed candidates will be notified.